

(The following is a synopsis of the minutes of the West Branch City Council meeting. The full text of the minutes is available for inspection at the City Clerk's office. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Work Session #2**

**January 6, 2014
7:10 p.m.**

Mayor Mark Worrell opened the West Branch City Council work session by welcoming the audience and the following City staff: City Administrator Matt Muckler, Deputy City Clerk Dawn Brandt, Administrative Assistant Shanelle Peden, Fire Chief Kevin Stoolman, Police Chief Mike Horihan, Police Officer Koch, Library Director Nick Shimmin, Parks & Recreation Director Melissa Russell, and City Attorney Kevin Olson. Council members: Jordan Ellyson, Colton Miller, Brian Pierce, and Tim Shields, and Mary Beth Stevenson.

City Administrator Muckler referred the Council to the work session that took place on September 3, 2013 where Council members adopted a list of goals for the City. Councilperson Pierce encouraged an upgrade to technology which would allow for electronic access by Council members to City information. Library Director Shimmin presented and proposed that he would expand the role as the Library Director to include information technology duties. The proposal includes the conversion of a part time staff position at the Library to full time position. Shimmin concluded that a large portion of the funding for this proposal would be paid for by cable franchise fees. City Administrator Muckler added that the City receives approximately \$26,000.00 in franchise fees each year. Councilperson Shields asked if the City was able to find out how many visitors it has to its website.

City Administrator Muckler introduced a compensation proposal for FY15. The current proposal is three percent for most employees, with some larger increases for a few staff with added responsibilities and years of service to the City. City Administrator Muckler also noted that employee hire dates are included per the request of Councilperson Shields. Councilperson Stevenson asked if a standardized compensation and classification process could be developed for evaluation purposes. Councilperson Miller responded that despite development of such a process, the current Council cannot bind a future Council to specific employee compensation packages. Councilperson Shields asked what the process was for employee years of service recognition and how an employee is compensated if s/he elects not to take the City's insurance coverage and this would be brought back to Council by resolution.

Parks & Recreation Director Russell gave a proposal to the Council, asking for an increase of 173 staff hours, occurring mainly during summer programming. Russell said she hopes to find one individual to fill the hours used. Council members concurred that the individual should be over 18 years of age and preferably CPR certified. Russell added that she would like to expand the Summer League, yet hopefully keep costs the same. She also noted that inquiries for water and restroom facilities have been requested for Lions Field.

Police Chief Horihan indicated that his department attempts to provide as close to 24 hour coverage for the City as possible. Chief Horihan added that each staff member is on call for approximately 20 additional hours of work each week in addition to the regularly scheduled 40 hours of work per officer. Chief Horihan also noted that he would be involved with the National Incident Management System (NIMS) training. Chief Horihan concluded with the department's willingness to apply for a Community Oriented Policing Services (COPS) grant to secure additional officer hours.

Fire Chief Stoolman remarked that funding for the fire department is paid by both the City and Cedar and Johnson County Townships. Chief Stoolman also shared a fire department equipment replacement schedule with Council. Chief Stoolman noted that the Department's receipt of a \$75,000.00 donation will be helpful towards the purchase of upcoming equipment. Chief Stoolman concluded the discussion with the departments need to replace a pumper truck within the next five years.

City Administrator Muckler noted that Public Works Director Matt Goodale was unable to attend and shared priorities for the Public Works department. Muckler discussed the Beranek Street project. City Administrator Muckler also added that Public Works budget includes is interested in construction of a pedestrian bridge and indicated that the City would reapply for REAP grant in hope of receiving funding. City Administrator Muckler concluded with the Department's for the purchase of a new leaf vacuum and utility truck.

Motion by Miller to adjourn the work session, second by Ellyson. Motion carried on a voice vote. City Council work session adjourned at 9:30 p.m.

Mark Worrell, Mayor

ATTEST: _____
Matt Muckler, City Administrator/Clerk